

**Minutes of the Meeting of Ewyas Harold Group Parish Council held on Tuesday 10th November 2015
at The Pavilion, Ewyas Harold Recreation Ground at 6.30pm**

Present: Cllr P Jinman – Chairman, Cllr J Wilson-Thomas, Cllr C Pogson (Llancillo), Cllr M Watkins (Rowlestone), Cllr S Clayton (Rowlestone) and Cllr R Evans (Dulas).

In attendance: Ward Cllr G Powell, CSO L Morris, Clerk and three members of the public.

Absent: Cllr M Price.

The vacancy on the parish council had been notified to the Elections Office and would be advertised.

1 To accept Apologies for Absence

Cllr S Probert, Cllr S Eynon, Cllr J Hayes, Cllr R Baker, Cllr L Overstall and Linzy Outtrim (Locality Steward).

2 To receive Declarations of Interest & Dispensation Applications

None.

3 To consider Minutes of the Previous Meeting

The Minutes of the Meeting held on 13th October 2015, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

4 Open Forum

4.1 CSO Morris introduced herself, she had joined the local policing team and would be based at Peterchurch.

4.2 Cllr Powell gave a report including information on the broadband strategy, mobile infrastructure program, council tax reduction scheme, devolution, Primary Care Transformation Fund and other local issues. Cllr Powell would circulate the broadband coverage map and requested details of any specific resurfacing requirements to be considered for the plan for 2016/17.

4.3 Update from the Parish Paths Officer would be covered within the Lengthsman Scheme item.

4.4 Comments from local residents: Cost effectiveness of replacing Pavilion door queried. Advice being taken from the contractors and re-use of door if possible. Update re. cricket nets requested and given. Letter from resident re. Hereford Civic Society received. Cllr Powell reassured the parish council that the proposals by the Civic Society were 'blue sky thinking' and were based on the ideas of one man alone. He was sorry it had given rise to such concern for residents. The proposals had not affected the Neighbourhood Plan. The clerk would respond to this letter. Two letters relating to the Kemble Centre would be considered under that agenda item. Cllr Jinman reported that residents had raised the issue of the new LED street lighting being inadequate and queried what the legal lighting requirements were for speed restricted areas. Cllr Powell would look into this and report back.

5 Clerk Update and to note Correspondence List

The clerk's update and correspondence list was noted.

6 To receive report from site meeting and update on provision of Centre Refuge on the A465 and agree action

The report was received and noted. Cllr Powell had requested vegetation affecting visibility be cleared and Herefordshire Council needed to make changes to the road markings before a refuge could be installed. Simon Hobbs had indicated that this was not likely to take place until February/March at the earliest. Progress would be monitored and this would be revisited in the new year.

7 To receive update from site meeting re. Ewyas Harold Primary School traffic issues and agree action

Several options had been discussed with Simon Hobbs and he had agreed to investigate the possibility of extending the parking bay. Information from Mr Hobbs was awaited and Cllr Powell would chase this up. Once this had been received a further meeting to discuss with the school would be arranged.

8 Lengthsman Scheme (incorporating the P3 scheme)

8.1 Three lengthsman worksheets and invoices were received and noted. Mr Griffiths had met with

Action

GP

Clerk

GP

Clerk

<p>the locality steward regarding the drainage issue at Dulas and a plan of action agreed. It was requested the clerk query if the lengthsman had carried out work on the grips at Rowlestone. The PPO had reported work required by the lengthsman to replace footpath posts and gates which she had discussed with the locality steward.</p>	
<p>Resolved that three invoices in total be paid, TGC1393 for £134.40, 1408 for £270.00 and 1409 for £180.00.</p>	Clerk
<p>Resolved for post/gate materials required to be requested from Balfour Beatty and the lengthsman be instructed to install them, subject to landowner consent.</p>	Clerk
<p>8.2 The locality steward had advised that as EH3 was still a legal path there was currently work underway to get this reopened.</p>	
<p>9 Planning</p>	
<p>9.1 Cllr Overstall had requested further consideration regarding planning site meetings and awareness of planning applications in neighbouring parishes that may affect Ewyas Harold Group. Cllr Powell offered to notify the parish council of planning applications in neighbouring parishes that may be of significance.</p>	
<p>Resolved that no further action was required regarding planning site meetings and the protocol adopted at the last meeting stands.</p>	
<p>Resolved for Cllr Powell to notify the parish council of applications in neighbouring parishes that may be of concern to the parish council.</p>	GP
<p>9.2 Planning application 152948, Penylan Farm, Pontrilas – Proposed change of use of steel portal frame silage barn to cider production shed and stone barn to cider shop was considered.</p>	
<p>Resolved that this application was supported.</p>	Clerk
<p>9.3 Planning application 153096, Penylan Farm, Pontrilas – Proposed advertisement consent for the erection of three external non-illuminated signboards was considered.</p>	
<p>Resolved that this application was supported.</p>	Clerk
<p>9.4 It had been discovered that parish councils were eligible for a 50% discount on planning application fees. When the pavilion planning application had been submitted in December 2013, the full planning fee had been paid.</p>	
<p>Resolved that the clerk request a refund of 50% of the planning application fee.</p>	Clerk
<p>9.5 A further planning application, 153019, Unit 3, Long Meadow Estate, Ewyas Harold – Change of use from industrial unit to children’s play zone to include creative play, café and retail section, had been received since the agenda had been published and the planning officer had granted an extension to the deadline to allow consideration at the December meeting. However, having viewed the application, members requested the clerk submit comments under delegated powers stating that the parish council supports this application.</p>	Clerk
<p>10 Kemble Centre</p>	
<p>10.1 The weekly inspections required no action. Cllr Jinman would check the Kemble Centre keys in his possession.</p>	PJ
<p>Resolved for Cllr Wilson-Thomas to undertake the weekly inspections ongoing. The clerk would forward an electronic copy of the inspection sheet.</p>	JWT/Clerk
<p>Resolved for keys to be held by the Clerk, Cllr Wilson-Thomas and Cllr Jinman.</p>	
<p>10.2 The report from the Kemble Centre working group was received and noted. Two letters from members of the public requesting more information about the project be made available and with questions relating to the project were received and discussed.</p>	
<p>Resolved that approval be given for the working group to undertake shortlisting, interviews, monitoring and liaison in relation to the feasibility and planning project, reporting to and with all decisions being made by parish council. Parish councillors were invited to assist with shortlisting and interviews.</p>	
<p>Resolved to approve payment of £40 for hire of The Temple function room for interviews. Cllr Jinman declared a declarable pecuniary interest in this matter.</p>	Clerk
<p>Resolved that Cllr Overstall be appointed fundraising co-ordinator for local fundraising and join the steering group.</p>	
<p>Resolved that the draft information leaflet was approved for publication with 200 black & white copies to be printed initially with no action to be taken on other fundraising proposals until the feasibility</p>	Clerk

<p>project is underway, when they would be considered further. Resolved that Tim Kaye (Herefordshire Council) and Mrs Amanda Loudon be added to the working group.</p>	
<p>Resolved for the clerk to respond to the two letters received.</p>	Clerk
<p>10.3 An invoice for fencing materials was received and work required to the gates discussed. Resolved that payment of £175.68 for fencing materials be approved and for the Kemble Centre gates to be relocated and attached to a post to act as a fence. Cllr Jinman and Michael Wrigglesworth to action.</p>	PJ/MW
<p>11 Finance</p>	
<p>11.1 Resolved that the finance report was approved and it was agreed to move £500 from General Reserves to the Kemble Centre budget. Balances held at 23rd October 2015 were £39,340.58 current account and £913.10 savings account, which included grant money for Neighbourhood Plan flood risk assessment work, Kemble Centre feasibility/planning etc.</p>	
<p>11.2 Finance working group members were discussed. Resolved that Cllr Wilson-Thomas and Cllr Pogson be added to the working group.</p>	
<p>11.3 Resolved that bank signatories were agreed as Cllr Jinman, Cllr Eynon, Cllr Probert and Cllr Pogson, with no other amendments to the mandate. The clerk would arrange the relevant bank paperwork.</p>	Clerk
<p>11.4 Overtime worked by the clerk during the previous month was 18 hours, which included 1 hour of lengthsman scheme administration. Resolved to pay the clerk 18 hours of overtime.</p>	Clerk
<p>11.5 The Valuation Office Agency had now given the Pavilion a rateable value and this had been backdated. As small business rate relief was only available on one property, the business rates team had transferred this from the Community Library to the Pavilion as it had a higher rateable value. They had agreed to apply discretionary relief to the community library and the application form for this was considered. A sum of £178.55 was payable for 2010 as 100% business rate relief was not available at that point in time. The Valuation Office Agency had also requested completion of a 'request for information' form. Resolved that the discretionary relief application and request for information form be submitted. Resolved to approve payment of the business rates outstanding.</p>	Clerk Clerk
<p>11.6 Came & Company had advised that to increase the general contents sum insured on the policy to £5,000 would result in an increase in premium of £13.15. As the increase was modest, they had offered to amend the policy for no cost for this year if no new schedule was required. Should a new schedule be required a minimum charge of £25.00 would be required to cover the cost of issuing the documents. Resolved to amend the policy to £5,000 of general contents insured, with no new schedule required.</p>	Clerk
<p>11.7 A grant application from South Wye Community Association was considered. Resolved that no grant would be given.</p>	Clerk
<p>11.8 A grant application from Dore Community Transport was considered. Resolved to approve a grant of £100 for 2016/17.</p>	Clerk
<p>11.9 Resolved payments for approval: Clerk's salary for October 2015 as per contract of employment Pension £52.70 EE, £226.15 ER, PAYE £76.80 NI £28.66 EE, £23.79 ER Postage £35.28 Stationery/Office Expenses £2.50 Mileage £36.90 Total £74.68 Herefordshire Wildlife Trust (3 x Wildplay sessions) £540.00 Terry Griffiths Contracts (Lengthsman works for October 2015) £134.40 Eon (Pavilion electricity 10/9/15-14/10/15) £59.64 SLCC (Annual membership renewal – 50% with Madley PC) £74.50 Herefordshire Council (Non-domestic rates) £178.55 Black Hill Web Design Ltd (Renewal of website hosting for one year) £84.00 Mrs C Boyles (Reimburse for key cutting) £18.00 CT Groundcare (Bin emptying, leaf clearing and grass cutting) £105.00</p>	Clerk
<p>12 Recreation Ground</p>	
<p>12.1 The weekly inspection reports were not received but Cllr Jinman reported that no action was</p>	RE

required. It was requested that the recreation ground working group look at improvements, such as painting, to the external toilets. Cllr Evans would carry out the checks for this month.

12.2 A site meeting had taken place with Collins to look at remaining works and costings were currently awaited. The Football Foundation were keen for completion of the grant/project as soon as possible. The clerk would chase up costings.

Clerk

A resolution was passed that Standing Orders be suspended to allow completion of the agenda

13 To receive update on the Neighbourhood Development Plan and consider action required

The flood risk assessment work was nearing completion.

14 To consider adoption of the draft Data Protection Policy and amendment to Freedom of Information Policy

Resolved that these were adopted.

15 To consider whether more salt required for Winter Maintenance Self-Help Scheme

Resolved that no additional salt was required, but Cllr Clayton would check the condition of the existing stock.

SC

16 Matters for Next Agenda (no discussion)

None.

The meeting closed at 9.15pm

Next Meeting Tuesday 8th December 2015, venue St Michaels Hall, Ewyas Harold.